

Edgecombe County
Department of Social Services
3003 North Main Street
Tarboro, NC 27886
(252) 641-7611

Vacancy Announcement – Income Maintenance Caseworker II
Salary: \$25,242

Posted: Internal, ESC, Edgecombe County Website

Position Description:

165-02-352

This position functions within the **MEDICAID PROGRAM**. Primary duties will include taking, processing, determining and re-determining applications in the **FAMILY & CHILDREN MEDICAID** Unit. Work with clients includes the gathering of information through the interview process for the purpose of determining applicant/client eligibility as well as to inform the client of their rights and obligations as prescribed under program policies. Duties include but are not limited to the checking of property and assets either through home visits or traveling to the place of verification. A valid NC state driver's license is required as well as the ability to travel within the context of the job. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). Position is located in the **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Thorough knowledge of forms, manuals, rules and procedures used in determining eligibility. General knowledge of agency's organization rules, policies and procedures. Ability to conduct interviews and interpret agency's policies and procedures to people of varied social economic and educational backgrounds; detect need for other agency services and make appropriate referrals to the services staff; work with facts and figures and perform tasks involving a high degree of accuracy; perform work involving careful review and of a computational nature; and communicate effectively with other agency personnel to gather and verify information.

Education and Experience Requirements:

- One year of experience as an Income Maintenance Caseworker; or an equivalent combination of education and experience.
- Will consider work against applicants at the Income Maintenance Caseworker I level with HS and (3) years of paraprofessional experience. Salary: \$22,895.00.

Application Period: 12/04/2009 through 12/14/2009

Application Deadline: December 14, 2009

Application Process: Edgecombe County Social Services employees may return a completed NC state application (PD107) to Samia Smith, Personnel Assistant. All other applicants may apply through the Employment Security Commission.

Preferences: Prefer applicants that are proficient in using a personal computer and have strong verbal and written communication skills. Bilingual (English/Spanish) applicants encouraged to apply.

We Support a Drug Free Work Environment. A pre-employment drug screening and criminal background check is required.

AA/EOE